

Role and Responsibilities of a Governor / Person Specification

Main Responsibilities of the Board of Governors

Under Article 3(1) of the College's Articles of Government the Board is responsible for:

- i. The determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- ii. Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities
- iii. Approving the quality strategy of the institution;
- iv. The effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets;
- v. Approving annual estimates of income and expenditure;
- vi. The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk, including, where the Clerk is, or is to be appointed as, a member of staff, the Clerk's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff; and
- vii. Setting a framework for the pay and conditions of service of all other staff.
- viii. Reviewing the appetite for risk of the institution including reviewing and approving the risk register of the institution from time to time

Responsibilities of Individual Governors

- i. To attend meetings of the Board of Governors and other occasional events arranged by the College.
- ii. If requested, to be a member of at least one committee of the Board and to attend the necessary meetings.
- iii. To participate actively and constructively in meetings of the Board and the appropriate committees and, in doing so, to assist the Board in its oversight of the College's activities and effectiveness of College management
- iv. To take an active interest in Further Education in general and in the College in particular.

- v. To abide by the Code of Conduct for governors as approved by the Board and to declare any relevant financial, business and personal interests in accordance with the Register of Interests approved by the Board.
- vi. To contribute to the strength of the Board by bringing an external perspective and experience to the Board's oversight of the College but to stop short of giving professional advice.
- vii. To act as an ambassador for the College and to foster good relations between the College and the local community.
- viii. Always to act in the best interests of the College and not to speak or vote as if mandated by other persons or bodies.

(Estimated time commitment required: a minimum of 8 hours per month)

Person Specification

Listed below are a number of desirable attributes of a governor. Successful candidates are likely to possess a number of the attributes but lack of any particular attribute would not exclude a candidate from consideration.

1. Experience/expertise

- a) An understanding of the educational and training needs of the local community.
- b) Previous or current experience in a public appointment, paid or voluntary position (e.g. school governor).
- c) Experience at Director level in a large organisation.
- d) Knowledge of local employment issues.

2. Role demands

- a) An ability to support the management and staff of the College.
- b) Be available to attend about 18 meetings/function per annum.
- c) Be prepared to undertake training/attend seminars, 2/3 days per annum.

3. Personal attributes

- a) A belief in the power of education to benefit both the individual and the community.
- b) A commitment to public service.
- c) Ability to critically absorb large quantities of information.
- d) Ability to listen, reflect and ask pertinent questions if necessary.
- e) Ability to work as a member of a team.

4. Eligibility

All candidates must agree to:

- a) Sign a Declaration of Eligibility.
- b) Declare any personal interest which would or could be perceived as likely to affect judgement in relation to any aspect of the College's business.
- c) Be bound by the Code of Conduct for governors as approved by the Board.